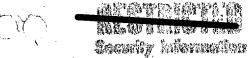
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OFFICE MEMORANDUM ... U. S. GOVERNMENT

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	10 1	All Personnel, Map Library Division DATE: 11 December 1952	
	PROM:	Chief, Map Library Division	
	SUBJECT:	CIA/D/GL Regulations and Procedures	
	RESCISSION:	Memorandum to Map Library Division Personnel, dated 28 Sept. 049	
	1. IFAVE		
5X1		he Map Library Division. Your attention is called to the ections:	
5X1	hours i hours.	Working Hours. The normal official working or all activities of the Agency are from 0830 hours to 1700 Thirty minutes are allotted for lunch.	•
5X1	2) annual	Annual Leave. This entire section on leave should be read carefully. (See attached CIA Notice	
i X 1 iX1 iX1	rescind 3) leave s		
5X1	and/or addit	following points represent Map Library Division interpretations ions to CIA Regulation which will be observed by all the Map Library:	
5X1	anmal	Annual Leave. "The minimum charge for leave is one hour and additional leave will be charged in es of one hour." The practice of taking fractions of an	
	hour or records	different occasions, adding the total of fractions, and mg the total as one or two hours, or more, of leave on any ay, is not to be followed in the Map Library.	
X1	duration more than	Annual Leave. Annual leave of three days on or less may be granted by Branch Chiefs. Annual leave of an three days duration will be discussed by employee with the intermediate Branch Chief, who in turn will obtain approval from	25X1
05747	annual	Advance Annual Leave. Application for advance leave (i.e. annual leave not already sarned) will be submitted to	. 2
25X1 <i>F</i>	49A L	, thru the appropriate Branch Chief. DOCUMENT NO. 25	
		NO CHANGE IN CLASS MEDICAL DECLASSIFIED CLASS, CHANGED TO: TS S C	•
		NEXT REVIEW DATE: AUTH: HR 70-2 DATE: 16 J24 80 REVIEWER:	
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25X1		A) Sick Leave. When more than one day of sick leave is taken consecutively, the employee will call his Franch Chief on each successive day of sick leave, except in cases of extended illness. When three or more consecutive days of sick leave are taken, the employee must report by telephone to the Medical Office (ext. 2300) on the day he returns to duty. If the employee has taken sick leave for a communicable illness and/or for a period of 3 weeks or more, the employee is required to report to the Medical Office in person on the day he returns to duty. For periods of absence in excess of three days, the employee must make application for sick leave on Standard Form 71 and it must be accompanied by a medical certificate.			
		5) Advance Sick Leave. Application for advance sick leave (i.e. sick leave not already earned) will be substitted directly to Mr. Burt along with a certificate from the attending physician.			
	•	6) Leave Without Pay. Application for leave without pay will be submitted directly to 25X1A9A			
25X1	25X1A9A	7) Court Leave. An employee receiving notice of jury duty, or any other call to court, will bring the matter to the attention of Mr. that the proper security steps may be taken,			
25X1		8) Leave Balances. Request for leave balances will be submitted directly to 25X1A9A			
	2.	SECURITY REGULATIONS			
	emt	A. The following security regulations should be kept in mind by each loyes of the Map Library:			
		1) No officer or employee may use official data for personal use.			
		2) Classified information may be disclosed only to authorized persons.			
		3) Classified information may not be discussed over the telephone.			
	25X1A9A	4) All speeches. publications and questionnaires must be cleared with the Agency thru			
		5) Taking or giving of unofficial courses of instruction must be cleared with the Agency thru . In order to assure 25×1A9A sufficient time for security clearance, personnel must submit all requests at least two weeks prior to the planned commencement of the activity. In playees who are taking or giving unofficial courses of instruction without prior security clearance may be charged with a security violation.			
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RESTRICTED - SECURITY INFORMATION

	6) Social visits to the Auditorium by former employees are discouraged, but when they do occur the visit must be confined to the reception room.
	7) Changes of name, address, telephone or marital status of employees must be reported to the Agency thru 25X1A9A
25X1A9A	8) Marriage to an alien requires prior Agency clearance thru
25X1A9A	9) Private foreign travel requires prior Agency clearance thru
	10) Arrests, court proceedings and traffic accidents must be reported to the Agency thru 25X1A9A
	11) Only the following authorized Agency credit reference should be used: CIA Personnel Office 2430 E St., N. W. Washington, D. C.
25X1A9A	Names of supervisors may not be used for credit references. 12) Lost identification badges must be reported immediately to
3.	MISCELLANEOUS A. The following miscellaneous information applies to the Map Library should be observed by all personnel:
	1) The attached memorandum on the subject "Property Passes" should be read and observed by all Map Library personnel.
	2) Government Employees Health Insurance and Group Hospitalization payments will be collected on the first and second working day of each month.
	3) All requests for special supplies, equipment, purchase items, forms, etc., should be given to in sufficient time that the X1A9A requests may be filled before a critical need arises.
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	ersonnel in the extensions:	Office of the	he Chief should be	called on the
	2161	<u>2162</u>	2505	
25X1A9A				
			25X1A9A	
chments:				
1.				

D/GL:

25X1

25X1

Distribution:

- 1 each D/GL employee.
 1 each Info, Control employee.
 1 Ch/G

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